

# Manual Instructions for completing “Bond Amount”

**Aztec navigation path:** Main Menu > Table Management > Case Management Tables > Charge

1. Your cursor should be in the “Charge” field:

Mode: Edit

Charge: [ ]

Date Effective - From: [ ] To: [ ]

2. Remain in the “Charge” field, and select “F1”. The “Charge Code” lookup table should immediately display.

Charge Starting Code: [ ] To [ ]

Starting Date: [ ] To [ ]

Keyword to Search For: [ ]

Charge Code	Charge Description	From	To

3. Enter your first charge violation in both the “Charge Starting Code” fields. Tab or enter through the “Starting Date, “To” and “Keyword to Search For” fields. All related violations should then display with the current charge highlighted in the table. Make sure the “From” date is **09/19/2007** and the “To” date is **12/30/2099**. (If not, select or highlight the charge with the aforementioned dates.) Hit “Enter”.

Charge Starting Code: 28-5626 To 28-5626

Starting Date: [ ] To [ ]

Keyword to Search For: [ ]

Charge Code	Charge Description	From	To	
28-5626	UNLICENSED SUPPLIER	09-19-2007	12-30-2099	28-562
28-5626	UNLICENSED SUPPLIER	08-09-2001	09-18-2007	28-5621
28-5626	UNLICENSED SUPPLIER	10-01-1997	08-08-2001	28-5621
28-5626A	MOTOR CARRIER-UNLIC DISTRIBU	08-09-2001	12-30-2099	28-5621
28-5626B	MOTOR CARRIER-UNLIC SUPPLIEF	08-09-2001	12-30-2099	28-5621
28-5626C	MOTOR CARRIER-UNLIC VENDOR	08-09-2001	12-30-2099	28-5621

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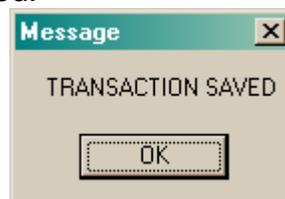
4. The selected charge should now appear in detail on the “Charge” screen. Tab or enter through all fields until your cursor is in the “Bail/Bond amount” field. Enter in the new value over the existing information. Do not include a dollar sign (“\$”). Also, do not place a decimal point unless you are entering an amount other than a whole dollar amount. In that case, it is acceptable to enter in a dollar amount with cents. i.e. 279.85.

Charge: 28-5626  
Date Effective - From: 09-19-2007 To: 12-30-2099  
Report as: 28-5626  
Report as Date - From: 09-19-2007 To: 12-30-2099  
Full Description: UNLICENSED SUPPLIER  
Abbreviated Description: UNLICENSED SUPPLIER  
Class: M1 MISD. 1ST DEGREE 1=State 2=Local: 1  
Case Type: TR2 LJ-CRIM TR-OTHER Case Category: TR  
Juvenile Case Type: Juvenile Case Category:  
Template Code: 0001 STANDARD SENTENCING Qualifier:  
Bail/Bond Amount: \$287.00  
Parking?(Y/N): N Department of Justice:  
Law Offense Code: 4850 DPS reportable?(Y/N): Y Drug related?(Y/N): N  
Department of Corrections?(Y/N): N Modify Drug?(Y/N): N  
Department of Motor Vehicles?(C/V/B): C RMS Reportable? (Y/N): CID ? (Y/N):  
Active Charge?(Y/N): Y NRVC Reportable?(Y/N): N Speed required?(Y/N): N  
Validation Msg:

5. Tab or enter through all remaining fields until the pop-up box “Record Updated” appears. Select “OK”.



6. Select “OK” for “Transaction Saved.”



**You are now ready to complete another transaction.**